

ADMINISTRATION FOR CHILDREN AND FAMILIES

Region III

**150 S. Independence Mall West, Suite 864
Philadelphia, Pennsylvania 19106-3499**

REQUEST FOR APPLICATIONS

No. RIII-2001-04

AGENCY: U.S. Department of Health and Human Services, Administration for Children and Families (ACF)

ACTION: Announcement of availability of funds and request for applications to sponsor a Head Start program in one or more of four (4) service areas in West Virginia. The service areas available under this announcement are: Boone County, Clay County, Kanawha County, and Putnam County. Applicants must submit complete, separate and distinct applications for each service area.

SUMMARY: The Administration for Children and Families solicits applications from local public or private non-profit or local for-profit organizations that wish to compete for funds which are available to provide Head Start services in Boone County, Clay County, Kanawha County, and Putnam County, West Virginia. The Head Start Act authorizes the Secretary to designate as a Head Start agency any local public or private nonprofit or local for-profit agency within a community. Faith-based organizations are also eligible to apply.

The intent of this announcement is to provide for the continuation of services in the following service areas: Boone County, Clay County, Kanawha County, and Putnam County, West Virginia. These service areas previously received Head Start services through Multi-County Community Action Against Poverty, Inc. Approximate funds available for each of the service areas are: Boone County--\$756,960, Clay County--\$606,885, Kanawha County--\$2,521,725, Putnam County--\$756,960.

Child Development Institute Head Start currently provides Head Start services in the areas previously served by Multi-CAP. CDI provides direct Head Start services to 487 children and families, 116 in Boone County, 93 in Clay County, 162 in the City of Charleston and 116 in Putnam County. CDI has entered into a delegate agency agreement with Kanawha County Schools to provide Head Start services to 308 children and families in Kanawha County, excluding the City of Charleston. Head Start regulations allow for a variety of program options and designs. Applicants should propose a design or designs that best address the needs of the proposed service area. Applicants have flexibility in determining the appropriate number of children to be served by the various program options (center-based, home-based, or combination) and program designs (hours per day, days per week, weeks per year.)

CLOSING

DATE: The closing date for receipt of applications under this announcement is February 19, 2002.

**APPLICATION
RECEIPT**

POINT: Administration for Children and Families
Suite 864
150 S. Independence Mall
Philadelphia, Pennsylvania 19106-3499
ATTN: Robert Sullivan, Grants Officer

Envelopes should be clearly marked replacement and indicate the applicable service area, i.e. Boone, Clay, Kanawha, or Putnam County. For example, an application to provide Head Services in Boone County should be labeled "Boone County Replacement."

Hand delivered applications are accepted at the Public Ledger Building, Suite 864, 612 Chestnut Street, Philadelphia, PA during the normal working hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, on or before the closing date.

FOR FURTHER INFORMATION:

Any questions related to this announcement should be directed to David Lyon, Head Start Program Specialist, at phone (215) 861- 4020 or Robert Sullivan, Grants Officer, at phone (215) 861-4052 or inquires can be faxed to (215) 861-4070 to either of the above indicated individuals.

INFORMATION FOR APPLICANTS:

A. Table of Contents

This announcement is divided into four sections:

- Part I is an introductory section which discusses the purpose and goals of the Head Start program.
- Part II contains key program information such as a description of eligible applicants, project periods and applicable Head Start regulations.
- Part III presents the criteria upon which applications will be reviewed and evaluated.
- Part IV contains instructions for preparing and submitting the application.

The forms to be used for submitting an application are referenced at the end of this announcement. No additional forms are needed to submit an application. The Head Start Act, Head Start Regulations and other useful information are also referenced.

PART I. PROGRAM BACKGROUND AND PURPOSE:

The purpose of this Request For Applications is to announce and solicit applications from local public and private non-profit or local for-profit organizations to provide Head Start services in one or more of four service areas in West Virginia. The service areas available are: Boone County, Clay County, Kanawha County, and Putnam County, West Virginia. Applicants may apply to provide Head Start services in one or more service areas. However, the applicant must submit a separate application for each service area in which it has an interest. Applicants making application for more than one service area should indicate in the project narrative how they propose to coordinate the administration of Head Start services within one or more of the service areas identified above.

Head Start is a national program whose purpose is to promote school readiness by enhancing the social and cognitive development of low-income children through the provision, to low-income children and their families, of health, educational, nutritional, social and other services. The Head Start program is based on the premise that all children share certain needs, and that children of low income families, in particular, can benefit from a comprehensive developmental program to meet those needs.

The program embodies a comprehensive approach which includes health, education, nutrition, social services and parent involvement, and is based on the philosophy that a child benefits from a comprehensive interdisciplinary program which fosters optimum growth and development and which remedies problems through a broad range of services. Involvement of the child's entire family, as well as the community, is critical. The program recognizes that the family is the principal influence on the child's development. The parents are also supported in pursuing their own self-sufficiency goals. The recent changes in welfare reform have a direct effect on many of the children and families served by Head Start. The need for collaboration with child care providers is critical as parents will, in many cases, need to secure full-day, full year services for their children in order to meet the work requirements under the welfare reform legislation, as well as reach the goal of self-sufficiency.

Head Start began in 1965 in the Office of Economic Opportunity and is now administered by the Administration for Children and Families, one of the principal components of the U.S. Department of Health and Human Services.

Since 1965, Head Start has served more than 19,397,000 million children and their families. Head Start plays a major role in focusing attention on the importance of early childhood development. Head Start currently serves approximately 905,000 children nationally through a network of more than 1,525 grantees.

PART II. PROGRAM INFORMATION AND REQUIREMENTS

A. Statutory and Regulatory Authority:

The Head Start program is authorized by The Head Start Act, as amended, 42 USC 9831 et. seq.

The regulations relevant to Head Start are:

- 45 CFR Part 1301, Head Start Grant Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for Operation of Head Start Programs by Grantees and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1308, Head Start Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase
- 45 CFR Part 1310, Head Start Transportation

- 45 CFR Part 74, Uniform Administration Requirements for Awards and Sub-awards to Institutions of Higher Education, Hospitals, Other Non-profit Organizations, and Commercial Organizations; and Certain Grants and Agreements with States, Local Government and Tribal Governments
- 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

The applicable Head Start regulations are available at the web sites identified in the references at the end of this announcement. In addition, various circulars by the Office of Management and Budget (OMB) also apply to Head Start grantees.

B. Eligible Applicants:

Any local public or private non-profit or local for-profit agency or organization is eligible to apply for funding to establish a Head Start program under this announcement. Faith-based organizations are also eligible to apply. Applicants will be required to submit: (1) proof of legal or corporate status (2) proof of non-profit status if a non-profit agency; (3) certification of the organization's last audit report or other similar evidence of financial capability; (4) a copy of its personnel policies and procedures; and (5) resumes of key staff in the organization and proposed Head Start program. To be eligible for funding, applicants must provide evidence of their legal status and financial viability to meet the requirements of 45 CFR 1302.1 and 1302.2. In order to receive Federal grant funds, the applicant must have an Employer Identification Number (EIN) established by the Internal Revenue Service (IRS).

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c) (3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

"Legal status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means: 1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program; 2) being financially stable; and 3) demonstrating the capability to assume accountability for the fiscal management of the grant.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary or not in good standing; or has been debarred or defunded by any Federal agency. In addition, ACF may elect not to fund applicants that have management or financial problems that make it unlikely that the applicant would be able to provide effective Head Start services.

C. Eligible Participants

Head Start is intended primarily for children from the age of three to the age when children enter kindergarten and whose families who have incomes below the poverty line or are eligible for public assistance. The law permits up to ten percent of the Head Start children to be from families that do not meet these low-income criteria.

Head Start also requires that a minimum of ten- percent enrollment opportunities be made available to children with disabilities. Such children are expected to be enrolled in a full range of Head Start services and activities in an inclusive or mainstream setting with their non-disabled peers, and to receive needed special education and related services.

D. Project Period and Funding:

A total of approximately \$4,642,530 in ACF funds will be available. These funds are available to provide services for the designated service areas as follows: Boone County--\$756,960, Clay County--\$606,885, Kanawha County--\$2,521,725, Putnam County--\$756,960. Awards, on a competitive basis, will be for a one-year budget period. Applications for continuation grants funded under these awards, beyond the first one year budget period, will be entertained in subsequent years on a non-competitive basis, subject to availability of funds, and satisfactory progress of the grantee. The program will be thoroughly reviewed at the end of the first year to determine its suitability for receiving continued funding.

In most cases, the grantee(s) selected under this announcement will spend some portion of the first year on start-up activities. Applicants may submit a separate budget for start-up costs to clearly separate them from ongoing operational costs. ACF expects that grantee(s) will work with the current grantee and the funding office in the transition process. The grantee(s) will be expected to begin serving eligible children and families as soon as possible.

E. Required Grantee Share of the Project

Section 640(b) of the Head Start Act requires that at least 20 percent of the total cost of Head Start projects come from sources other than the Federal government. The non-Federal share may be in cash or in-kind, including facilities, equipment or volunteer services. For example, a project requesting \$1,000,000 in Federal funds must include a match of at least \$250,000 (20% of total project costs). Grantees may request a waiver to the required match if they meet one or more of the criteria for such a waiver specified in Section 640(b) of the Act.

PART III. EVALUATION CRITERIA FOR COMPETITIVE REVIEW OF PROPOSALS

Applications will be reviewed and evaluated competitively against the following criteria:

Criterion 1. NEED FOR SERVICES (20 Points)

The applicant must identify the geographic location to be served by the program. The applicant must define the area(s) of greatest need and show how it will direct Head Start resources to these areas.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that services will be provided to those families and children who have the most urgent need for Head Start services, including those receiving services from the former grantee.
- The extent to which the applicant addresses how it will ensure a smooth transition of Head Start program operations from the current grantee to the applicant agency to meet the need for services. The applicant should also include a time frame for completing this transition and becoming fully operational.
- The extent to which the applicant demonstrates the need for child development services for Head Start eligible children and families, including the estimated number of eligible children by geographic location, racial and ethnic composition, and non-English language children. Include data regarding the education, health, nutrition, social, child care and other service needs of the proposed children and families.
- The extent to which the applicant provides evidence of community support. Describe the process for involvement of currently served parents and parents to be served in the future, service providers, organizations and other members of the community in determining the need for services in the geographic locations proposed by the applicant.

Criterion 2. PROGRAM DESIGN AND APPROACH (40 Points)

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet the Head Start Program Performance Standards, the Head Start Staffing Requirements and Program Options, and the Head Start Program Performance Standards for Children with Disabilities.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that the proposed program will provide comprehensive, high quality educational, health, nutritional, social and other services to children and their families.
- The extent to which the applicant describes how children and families will be recruited and selected for the program to ensure that services will be provided to those who have the most serious need for Head Start services. The applicant should describe how the program will ensure that at least 10 percent of enrollment opportunities will be available to children with disabilities and how the full range of Head Start services and activities will be provided in a mainstream setting.
- The extent to which the applicant's plan proposes to enroll children and families who are reflective of the make up of the community.
- The extent to which the applicant's plan proposes to collaborate and cooperate with the State's Child Care and Development Block Grant program.
- The extent to which the applicant's plan proposes to meet the needs of children of working families.
- The extent to which the applicant justifies the program option or options most appropriate for the communities in which it proposes to provide services (e.g., part or full day center-based, home-based or combination option). The applicant should specify the planned number of hours per day, days per week, and weeks per year of program operations. Describe how the program option(s) and services are responsive to the child care needs of Head Start-eligible families who are employed, in education or training programs, or participating in welfare reform initiatives designed to enhance family self-sufficiency. The applicant should discuss the approaches which would be used to assure that the activities are developmentally appropriate and how multicultural principles will be implemented within the program.

- The extent to which the applicant indicates how the Policy Council/Committee will be organized and how the Policy Council/Committee will participate in the operation of the program, as required by 45 CFR Part 1304, Appendix A, Governance and Management Responsibilities. The extent to which the applicant demonstrates that it will provide experiences and activities that support and enhance the parental role as the principal influence in their child's education and development.
- The extent to which the applicant proposes to enter into partnerships or cooperative agreements with other public or private agencies which would assist the applicant in providing high quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Head Start program with other child care and preschool programs, programs under part C and Section 619 of the Individuals with Disabilities Education Act, and with the educational programs that children to be served will enter upon leaving Head Start.
- The extent to which the applicant describes the proposed organizational structure that supports the accomplishment of program objectives and will assure high quality services. Applicant should discuss the following: assignment of key management functions; assignment of content area expertise; and the organization's supervisory structure.
- The extent to which the applicant demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports and program self assessment and monitoring.
- The extent to which the applicant describes an ongoing strategy for professional development, peer support, supervision, and evaluation of staff and program managers, oriented to improving skills, knowledge, effectiveness, and career opportunities of all employees.
- The extent to which the applicant proposes to provide employment opportunities for existing Head Start staff and target area residents, and career development opportunities for paraprofessional and other staff.

Criterion 3. **STAFF BACKGROUND AND ORGANIZATIONAL EXPERIENCE AND CAPABILITY (20 Points)**

This section measures the qualifications and experience of the applicant and the applicant's staff in planning, organizing and providing comprehensive child development services at the community level. The following factors will be used to evaluate this criterion:

- The extent to which the applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified Head Start staff employed by the current grantee and making decisions on their continued employment.
- The extent to which the applicant demonstrates potential for administering a Head Start program effectively and exercising sound fiscal management, based on experience. Applicants that served as delegate agencies to the former grantee and operated programs that met or exceeded the performance standards and measures should provide appropriate information.
- The extent to which the applicant demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the start-up period, the availability of classroom space which meets required standards, the ability to provide necessary transportation and the ability to recruit eligible children and families. All applications must include an implementation timetable which expressly states when children will begin receiving Head Start services.
- The extent to which the applicant demonstrates how the applicant's experience and history document an ability to effectively and efficiently administer a project of this size, complexity and scope with the proposed program director and proposed key project staff should be included.
- The extent to which the applicant outlines plans and demonstrates capacity in its senior executive managers and governing board to: (1) exercise effective oversight of program operations and accountability for Federal funds; (2) include the Policy Council in the planning and decision-making process; (3) assure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct self-assessments and outcome-based evaluations.

Criterion 4. BUDGET APPROPRIATENESS, REASONABLENESS AND COST EFFECTIVENESS (20 Points)

This section will evaluate the extent to which the project's costs are appropriate and reasonable in view of the activities to be carried out and the anticipated outcomes.

The following factors will be used to assist in the review and evaluation of applications under this criterion:

- The extent to which funds are budgeted to provide all required comprehensive Head Start services to eligible children and families in a cost-effective manner as indicated in the application narrative. ACF reserves the right to refuse to fund applications with excessive cost per child ratios.
- The extent to which the applicant provides evidence that start-up costs are reasonable. Start-up costs include ensuring that proposed facilities comply with State and local requirements and are adequately equipped, both indoors and outdoors. Where facilities are not available, a plan to acquire them should be presented.
- The extent to which the applicant has mobilized additional resources to support the project beyond the non-federal share.
- The extent to which the applicant shows its ability to meet the 15 percent limitation on development and administrative costs.
- The extent to which the applicant demonstrates that it will contribute the required non-federal share of the total project cost.

PART IV. THE APPLICATION PROCESS

A. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995 (Pub. L. 104-13), the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record-keeping requirements or program announcements. This program announcement met all information collection requirements approved for ACF grant applications under OMB Control Number 0970-0139.

B. Required Forms

Eligible applicants interested in applying for funds must submit all of the required forms referred to in this section and described below.

In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 which has been approved by the Office of Management and Budget (OMB) under Control Number 0348-0043. A copy has been provided (see Attachment A). Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award. In order to receive Federal grant funds, the applicant must have an Employer Identification Number (EIN) established by the Internal Revenue Service.

Applicants are required to submit Standard Form 424A "Budget Information - Non Construction Program" and the Standard Form 424B, "Assurances: Non-Construction Programs" with their application.

Applicants must provide a certification concerning lobbying. Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification, a copy of which is included with this announcement. Applicants must sign and return the certification with their application.

Applicants must certify their compliance with the Drug-Free Workplace Act of 1988 and submit a copy of the certification form as part of the application. A copy of the U.S. Department of Health and Human Services Certification Regarding Drug-Free Workplace Requirements is included with this announcement. By signing and submitting its application, the applicant is providing the certification required by 45 CFR Part 76.

Applicants must certify that they are not presently debarred, suspended or otherwise ineligible for an award. The form titled "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions" is included with this announcement. By signing and submitting its application, the applicant is providing the certification required by 45 CFR Part 76.

Applicants must provide evidence of fiscal integrity. This must be in the form of an opinion or other professional attestation by an independent auditor.

Applicants must submit the qualifications for board members, Executive Director, Head Start Director, and Financial Manager/Chief Financial Officer.

Applicants must also understand that they will be held accountable for the smoking prohibition included within P.L. 103-227, The Pro-Children's Act of 1994. A copy of the Federal Register notice that implements the smoking prohibition is included in the application kit.

C. Executive Order 12372 - Notification Process

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The State of West Virginia has elected to participate in the Executive Order process and has established a Single Point of Contact. Applicants should contact their SPOC as soon as possible to alert them to the prospective application and to receive any necessary instructions. Applicants must submit any required material to the SPOC as early as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between advisory comments and those official State process recommendations that may trigger the "accommodate or explain" rule.

When comments are submitted directly to the ACF, they should be addressed to: Robert Sullivan, Administration for Children and Families, Suite 864, 150 S. Independence Mall, Philadelphia, Pennsylvania 19106-3499.

A list of the Single Points of Contact for each state can be found on the Web Site:

<http://www.hhs.gov/progorg/grantsnet/laws-reg/spoc399.htm>

D. Application Format

Applications should be organized according to the evaluation criteria in Part III of this announcement. Each application must be paginated and contain a table of contents listing each section of the application with the respective pages identified. One signed original and two copies of each grant application, including all attachments, are required. ACF encourages the submission of 5 additional copies to facilitate the review process. ACF also encourages that each application be limited to no more than 100 double-spaced pages of program narrative (not including the forms which make up the SF-424 and resumes), including the one-page project summary.

E. Checklist for a Complete Application

The checklist below is for your use to ensure that the application package has been properly prepared. Each of these items must be included in each application.

- (1) Application for Federal Assistance (SF 424 package which includes SF-424 [Application for Federal Assistance,] SF-424A [Budget Information - Non Construction Programs], and SF-424B [Assurances - Non Construction Programs])
- (2) Table of Contents
- (3) Budget justification for Section B-Budget Categories, including subcontract agency budgets
- (4) Project Summary
- (5) Application Narrative and Appendices
- (6) Résumés of key staff in the organization and proposed Head Start program
- (7) Proof of legal or corporate status
- (8) Proof of non-profit status (for non-profit organizations)
- (9) Certification of the organization's last audit report or other similar evidence of financial capability
- (10) A copy of the applicant's personnel policies and procedures and resumes of key staff in the organization and the proposed Head Start program
- (11) Certification Regarding Lobbying
- (12) Executive Order 12372 State Point of Contact Project Notification Certification.

F. Closing Date for the Receipt of Applications

The closing date for submission of applications is **February 19, 2002**. Applications received after the closing date will be considered as late.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent review.

Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

Applications hand carried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at Public Ledger Building, Suite 864, 612 Chestnut Street, Philadelphia, PA, between Monday and Friday (excluding Federal holidays). Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails.

G. Application Submission:

Interested agencies and organizations should return completed applications to:

Administration for Children and Families
Suite 864
150 S. Independence Mall
Philadelphia, Pennsylvania 19106-3499
ATTN: Robert Sullivan, Grants Officer

H. Application Consideration

Applications will be reviewed against the evaluation criteria described in Part III above. The review will be conducted by reviewers knowledgeable about the Head Start program and early childhood development.

The results of the competitive review will be taken into consideration by ACF in deciding the project to be funded but are not in themselves binding. The responsible HHS official will consider other relevant factors, some of which are described below, in making the final decision.

ACF may elect not to fund applicants who have management or financial problems that make it unlikely that the applicant would be able to provide effective Head Start services. Also, ACF may decide not to fund projects with what it regards as unreasonably large initial start-up costs for facilities or equipment, or projects with unreasonably high operating costs.

Applications which do not meet the Head Start Act's criteria for an agency which is a local agency "within a community" may be screened out and not reviewed by the review panel. See Section 641(a) of the Head Start Act. To be considered, applicants should clearly have the organizational base and commonality of interest with the community(ies) to be served. This could be established by virtue of the grantee being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low income, minority or other relevant sectors of the community, and child care providers and organizations.

For-profit agencies which wish to apply for Head Start funding should be aware that there are regulatory and statutory provisions that relate specifically to them. The most important of the regulations is at 45 CFR Part 74, Subpart E "Special Provisions for Awards to Commercial Organizations," which states that "no HHS funds may be paid as profit to any recipient." As a result, applications from for-profit, nonprofit, and public agencies will be reviewed in the same manner. For-profit applicants should also be aware that the Head Start Act at Section 641(g)

states that in designating a Head Start agency, the Secretary may give priority to a nonprofit agency when a for-profit agency has an application of equivalent quality. This Section also states that priority will be given to agencies which have “demonstrated capacity in providing comprehensive early childhood services to children and their families.”

Applications may be funded in whole or in part. Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds awarded, the terms and conditions of the grant, the budget period for which support is given, the non-federal share to be provided, and the total period for which support is provided.

Organizations whose applications will not be funded will be notified of that decision in writing within 30 days after final funding decisions are made.

(Catalog of Federal Domestic Assistance Program Number 93.600, Project Head Start.)

David J. Lett
Responsible HHS Official
Administration for Children and Families

DATE

References

- (01) Application For Federal Assistance (SF-424 package which includes SF-424 (Application for Federal Assistance), SF-424A (Budget Information - Non-Construction Programs) and SF-424B (Assurances - Non-Construction Programs)
<http://www.acf.dhhs.gov/programs/ofs/grants/sf424.pdf>
<http://www.acf.dhhs.gov/programs/ofs/grants/sf424a.pdf>
- (02) Head Start Act
<http://www2.acf.dhhs.gov/programs/hsb/regs/hsactogc.htm>
- (03) Head Start Regulations (45 CFR Parts 1301-1310)
http://www2.acf.dhhs.gov/programs/hsb/regs/regs/rq_index.htm
- (04) Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions
<http://www.acf.dhhs.gov/programs/oa/debar.htm>
- (05) Certification Regarding Lobbying
<http://www.acf.dhhs.gov/programs/oa/lobby.htm>
- (06) Certification Regarding Drug-Free Workplace Requirements
<http://www.acf.dhhs.gov/programs/oa/drugfree.htm>
- (07) The Smoking Prohibition included with P.L. 103-277, The Pro-Children's Act of 1994.
http://www.cdc.gov/tobacco/research_data/youth/464119.htm
- (08) Family Income Guidelines (current ACYF Information Memorandum)
http://www.headstartinfo.org/publications/im01/im01_03.htm
- (09) 45 CFR Part 74, Administration of Grants
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr74_99.html
- (10) 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr92_99.html